



U.S. Mission U.S. CONSULATE CHENNAI, CHENNAI, INDIA

Announcement Number: Chennai-2023-001– Management Section

Position Title: Student Intern (Unpaid) – Two Positions

Opening Period: May 4, 2023 – May 21, 2023

For More Info: Human Resources Office
E-mail Address: Chennaiintern@state.gov

Who may apply: All Interested Applicants/All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Temporary position – Minimum of 3 months to a maximum of 6 months (90 - 180 days)

Note: The start date will be determined once we have obtained the mandatory security clearance for the selected candidate.

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Consulate General in Chennai is seeking post-secondary students residing in Chennai for its newly created local student internship program (unpaid/voluntary) in the Management Section.

Note: U.S. Consulate General, Chennai internship positions are unpaid with no benefits or entitlements. The selected candidates will be responsible for their own medical coverage.

Once selected, the student will need to provide a certified transcript and written permission of internship participation from his/her current educational institution.

The work schedule for this position: Part-time (up to 20 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: N/A

Duties:

- Conduct a physical inventory and inspection of all U.S. Consulate real property
- In consultation with Housing Assistant, identify all real property missing from Real Property Inventory
- Update properties in Real Property Inventory
- Coordinate closely with the Housing Office and Facilities Maintenance to develop summer PCS make-ready schedules and priorities.
- Other Housing and Facilities duties as required.
- Conduct Market Research and update the database for travel resources.
- Work on creating brochures, catalogues, and flyers for the events.

Qualifications and Requirements:**Education:**

Student must be currently enrolled in college or university, majoring in liberal arts, history, public administration, English, or similar subject at a recognized educational institution. Must demonstrate good academic standing and have good writing and reporting skills. **(Please indicate academic background in Section 2 of the Statement of Interest form.)**

Requirements:

The purpose of the program is to offer local students the unique opportunity of experiencing a foreign affairs work environment.

No prior work experience is required.

Student must demonstrate experience or higher-level academic coursework in their field of study. **(Elaborate on experience and coursework under Section No.4 on the Statement of Interest form. You may also submit a professional resume to provide further information and details.)**

When applying for the position, please indicate your level of proficiency in the English language in Section 3 on the **Statement of Interest** form.

HOW TO APPLY

Applicants must submit the following documentation:

- Resume or CV
- Statement of Interest (attached): Must include applicant's objectives and motivations in seeking an internship and how the applicant's academic courses and other experiences relate to the Mission's goals/office needs.
- Gratuitous Service Agreement (attached)
- Official Transcripts from host educational institution
- Proof of eligibility to work in India: Please attach official documents such as Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO), copy of passport, PAN card, Voter's ID, Aadhaar card, valid driver's license, etc.
- Permission from educational institution approving student's participation in internship.

SELECTION PROCESS

- **Only shortlisted candidates will be contacted for the interview.**
- **Placement screening tests (English/computers) may be conducted.**
- **Selected candidate will be subject to mandatory medical and local security clearances.**
- **Once selected, student will need to provide a certified transcript and written permission of internship participation for the specific period from his/her current educational institution.**

WHERE TO APPLY:

Human Resources Office Recruitment Team
E-mail Address: Chennaiintern@state.gov

Please insert **2023-001 – Management Section** in the Subject of the E-mail Chennaiintern@state.gov. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

The electronic version of application could be a Word File or a PDF version (hand filled scanned copy) from your email address to Chennaiintern@state.gov

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding and your interest in working at the U.S. Consulate General in Chennai.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

U.S. Department of State Gratuitous Service Agreement

[A signed copy of this document should be maintained by post's HR office.]

I understand and agree that I am being provided an opportunity to perform volunteer services pursuant to 5 U.S.C. § 3111 as part of the Foreign National Student Intern Program. I understand that I will not be receiving any compensation in return for the services that I perform.

I further agree that I waive any and all claims against the U.S. Department of State and/or the United States Government (USG) for payment of compensation as a consequence of my performance of services under this agreement. I further understand that I will not be considered an employee of the U.S. mission, the U.S. Department of State or the USG, except as otherwise provided by applicable law.

I understand that I have been accepted into the FNSIP and that my participation in this program is subject to termination at any time at the discretion of the U.S. mission.

Please sign below to acknowledge that you understand the terms of this arrangement.

Printed Name of Student

Date

Signature of Student

Foreign National Student Intern Program (FNSIP)

Statement of Interest

Section 1: Personal Information

Name: _____
(First Name) (Last Name)

Full Address: _____

City: _____ Pin: _____

Email Address: _____

Phone: _____

Do you have any relatives that currently work in this U.S. mission? Yes ☐ No ☐

If yes, please provide their name, position title, and the section where they work.

Name of the Employee:

Position Title:

Section:

Are you a citizen or legal permanent resident of India? Yes ☐ No ☐

(If you answered “no”, you are not eligible to participate in the FNSIP.)

Section 2: Education

Name and Full Address of your College, University, or Institution	Dates Attended	Did you Graduate?	Name, Telephone Number of Instructor
	From: ____/____ (MM/YYYY) To: ____/____ (MM/YYYY)	Yes <input type="checkbox"/> No <input type="checkbox"/> <u>List major area of study:</u>	

How many hours per week are you able to participate in the FNSIP? _____

(Please indicate hours per week.)

What days of the week are you available? _____

(Please indicate what days/hours you are available.)

Please list your proposed start and end dates. _____

(These dates will be negotiated with hiring office, if selected.)

Section 3: Languages

Please list the languages that you speak, read and/or write and the level for each

Languages	Speaking (Provide Level)	Reading (Provide Level)	Writing (Provide Level)

Level - I: Basic *Examples - Basic greetings, phrases, and numbers.*

Level - II: Limited *Examples – Directions, simple questions.*

Level - III: Good working knowledge *Examples – Conversations about familiar topics, complex documents.*

Level - IV: Fluent *Examples – Infer nuanced meaning from complex documents.*

Section 4: Work Experience

Paid and Voluntary – Please list your most current work experience

Job Title: _____

Full Time ☐ **OR** Part-Time ☐ Annual Salary: _____

Period of Employment: From: ____/____/____ To: ____/____/____
(mm/yyyy) (mm/yyyy)

Employers Name: _____

Employers Address: _____

____ City: _____ Pin: _____

Email Address: _____

Phone: _____

Main Duties and Responsibilities: _____

Reason for Leaving: _____

Section 5: Reason for wanting to participate in the FNSIP

Please provide a brief statement to explain why you would like to be considered for the FNSIP and what you hope to achieve during the program that will benefit your current area of study. Please also indicate if there is a particular section of the U.S. mission that most interests you (e.g., Political, Economic, Management, Consular, or Public Diplomacy).

STUDENT DECLARATION

- ☐ I am a current student at a trade school, technical or vocational institute, junior college, college, university or other accredited educational institution, and I am in good academic standing.
- ☐ I understand that any information I provide may be investigated and that any false statements may be grounds for non-consideration or termination from the FNSIP, if selected.
- ☐ I understand that, if I am provisionally selected for the FNSIP, a successful security certification must be completed before I may begin the program.
- ☐ I consent to the release of information about my ability and fitness for the FNSIP by employers, schools, law enforcement agencies, and other individuals and organizations to U.S. mission-authorized investigators and personnel.
- ☐ I certify that, to the best of my knowledge, all of my statements are true and complete.

Printed Name of Applicant

Date

Signature of Applicant